## June 2021
## Submission Dates for Year-End

| MON | TUE | WED | THU | FRI |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 **Final SPCC charges for FY21 (1)** | 11 **RT payment requests DUE to Finance** **Inventory report DUE to Kristi Clore (5)** |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 **Travel reimbursements DUE to Finance (2)** **SPCC charges approved through BoA online (1)** | 23 | 24 | 25 **Budget managers confirm approval designees DUE to Jackie Newton** |
| 28 **Agency-to-Agency Transactions DUE to Finance (3)** | 29 | 30 **Deposits DUE to Bank (4)** | July 1 **Deposit details DUE to Finance (4)** | |

(1) **SPCC CHARGES:** Ensure your BOA online transaction are completed and approved by Tuesday, June 22. The Bank of America Visa bill that we receive on or around June 15 will be paid in the current fiscal year. _NOTE_: Please keep in mind that vendors don't necessarily transmit files to BoA every day ~ to make sure that your charges are recorded in FY21, please make sure that all card purchases are made by June 10.

(2) **TRAVEL EXPENSES**: Please submit all June travel expenses through June 20 to Finance no later than Tuesday, June 22. Travel expenses received after June 22 will be recorded in FY22 (this has no impact on the timeliness of the reimbursement).

(3) **ATAs**: Due to the volume of invoices at year-end, please do not fax invoices as they may get duplicated.

(4) **DEPOSITS**: All checks and cash received in June must be deposited by Wednesday, June 30, before the bank changes their posting dates (usually 1:00 or 2:00 pm). Beginning June 23, please email deposit information to Cindy Harris to ensure timely recording into the state accounting system. All June deposit information must be received by Cindy before noon on Thursday, July 1.

(5) **INVENTORY**: All employees should print an inventory report from IFRIS (under Asset Management/My Property Inventory Report). Even if you do not have any inventory items, your inventory report must be signed and submitted. Changes should accompanied by Form 3.22 (for additions) or Form 26 (for removals).

**Have questions? Please contact Fernanda Crandol or Faye DiFazio.**